

CITY OF TUALATIN

Classification Description

Job Title: Warehouse Inventory Control Technician
Department: Operations
Reports To: Maintenance Services Manager
FLSA Status: Non Exempt

SUMMARY: Requisitions, receives and maintains inventory of various parts and supplies for divisions within the City of Tualatin. Maintains automated records on inventory and supplies and the City record archive system. Maintains and updates products and related records to the Hazardous Material Information System. Provides training on HMIS, PPE, and other safety related topics.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains inventory of parts and supplies used in Operations and other City departments. Re-orders parts and supplies as necessary, maintains current parts list, catalogs, price lists, etc. Obtains prices and supplies information between vendors and divisions to coordinate purchasing of parts as necessary to assure efficient utilization of resources. May will-call items purchased.

Maintains records of parts and supplies including surplus inventory. Conducts annual and spot physical inventories to verify records and to determine re-order requirements. Identifies and prepares financial reports on cost for divisions on usages.

Maintains and records system of book-in/book-out of hand tools, small equipment and shared equipment.

Stays knowledgeable on personal protective equipment needed for divisions. Provides training on MSDS and PPE to others. Generates annual State Fire Marshal's hazardous materials report and DEQ report.

Responsible for maintaining Hazardous Materials Identification System, including coordinating the process of distribution of Material Safety Data Sheets, the proper labeling and storage of products, and maintaining/updating records as needed.

Maintains a clean, safe, work place for warehousing and distribution of parts and supplies according to storage codes for various materials.

Maintains storage sites and manages database for all archived City records.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISION: Works under direction of the Maintenance Services Manager. Coordinates safety training with Human Resources. Supervision of other employees is not generally a responsibility of this position. Directs work activities of employees using warehouse facilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). A minimum of two years experience in inventory control or warehousing procedures, with the ability to keep automated records of inventory, including the requisitioning, receiving, and distribution of products.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret bar graphs.

Computer Skills: To perform this job successfully, an individual should have knowledge of data base management, word processing, and spreadsheets. Knowledge of bookkeeping principles and inventory control systems, including purchasing, stocking, receiving, and general warehousing of materials used throughout the City.

Certificates, Licenses, Registrations: Possession of, or the ability to secure within six months, a valid Oregon driver's license, and First Aid and CPR certification.

Other Skills and Abilities: Ability to operate a wide variety of small tools and equipment, including forklift. Ability to read MSDS sheets and the HMIS coding system for hazardous materials; to be familiar with and understand safety codes for handling and storing various products; and to safely handle chemicals, fertilizers, and pesticides. Ability to make training presentations.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.